

Role of Regional Perkins Grant Coordinator

1. Responsible for ongoing communication with all participating agencies, including other CEPD administrators in the region and conducting regional meetings, including liaison communications with OCTE.
2. Provide leadership to regional partners to assure CTE programs are consistent with high skill, high wage, and high demand occupational needs in the region and the state.
3. Review Long-Range Plan annually; monitor progress toward goals and update as necessary.
4. Share latest Core Performance Indicator (CPI) results by CEPD, Region, School District, and Program with participating agencies, TDCC, LEA administrators, teachers, faculty, counselors, and support staff.
5. In order to be consistent with CTE CPIs and areas for improvement, the Perkins Grant Coordinator must meet with participating agencies on a regular basis to assure a regional effort to accomplish the goals of the long-range plan and annual application.
6. Review and approve monthly reimbursement requests to assure consistency with approved grant application.
7. Process timely regional draw-downs from the State of Michigan.
8. Review and submit regional CTE grant amendments/modifications and monitor grant activities, outcomes, and expenditures in coordination with regional partners.
9. Monitor grant activities for successful implementation, desired outcomes, and continuous improvement of CPIs.
10. Coordinate the collection and submission of Programs of Study.
11. Coordinate the submission of Regional Improvement Plans and Annual Applications.
12. Coordinate and submit target negotiations for CTE CPIs.
13. Maintain active communication and collaboration with your business office.
14. Coordinate the submission of MEGS+ Applications, Amendments, Final Expenditure Reports and the CMS Final Expenditure Reports.